

# Finance Director

## THE CITY OF SAN BRUNO

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EXECUTIVE SEARCH



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## THE COMMUNITY

Idyllically located only 12 miles south of San Francisco, the City of San Bruno is an ethnically and culturally diverse city with approximately 42,000 residents. The City maintains a small-town atmosphere and employs its own Police, Fire, Community Services, Public Works, Community and Economic Development, and Administration departments. In close proximity to San Francisco International Airport (SFO), the city serves as a gateway for travelers from all around the world. Vast cultural and recreational opportunities include museums, galleries, theaters, professional sports teams, and acclaimed educational institutions including Stanford University, UC Berkeley, University of San Francisco, and San Francisco State University, all of which are easy to reach with public transportation including nearby BART and Caltrain stations. San Bruno is home to “Cupid Row,” a unique heart-shaped housing tract spanning a half-mile diameter with 250 residents, thus earning it the slogan “City with a Heart”. With its small-town atmosphere, almost year-round sunny weather, beautiful landscapes, and proximity to San Francisco and Silicon Valley, San Bruno remains one of the most desirable places to live and work within the San Francisco Bay Area.

## THE ORGANIZATION

The City of San Bruno is a full-service city governed by the City Council and operates under a Council-Manager form of government. San Bruno has an elected five-member City Council. The Mayor, one of the members of the City Council, is directly elected for a two-year term. Other members are elected for four-year staggered terms with elections held in November of odd-numbered years. Under the City Manager, City services are provided by various departments: General Administration including the City Manager’s Office, City Attorney’s Office, City Clerk’s Office, Finance, and Human Resources; Police, Fire, Public Works, Community Services, Community and Economic Development, and CityNet Services.

The City operates with a one-year budget and fiscal year that begins on July 1 annually. The 2020–2021 budget includes approximately 265 full-time equivalent employees, \$49.4M in General Fund operating expenses, \$4.9 million in General Fund capital improvement projects, and six recognized bargaining units. As adopted, the budget is balanced with 25% of funds additionally retained as an emergency reserve.

The Finance Department is responsible for providing financial expertise and guidance to the City Council, City Manager, and departments; managing daily fiscal operations, and maintaining the financial integrity of the City. The Finance Department is comprised of multiple divisions including Financial Reporting and Accounting, Budgeting, Purchasing and General Administration; Accounts Payable; Accounts Receivable; and Revenue Services for utility billing.

As an integral position within the City’s executive team, the Finance Director consults directly with

the City Manager and works cooperatively with Senior Leadership Team members, in preparation of revenue and expenditure forecasts, budgeting, managing investments, ensuring the City’s financial accountability, maintaining and implementing best practices, carrying-out financial planning, and developing and implementing policies, procedures and programs. The Finance Department team works collaboratively with all departments to plan, develop, implement, monitor, evaluate, and report on the budget, achieve short- and long-term financial goals, implement financial management processes, and maintain internal controls. The Finance Department is a cohesive team of tenured professionals with stability and consistency in its processes and procedures. To learn more about the City of San Bruno, please visit [www.sanbruno.ca.gov](http://www.sanbruno.ca.gov).

## THE POSITION

Appointed by and reporting to the City Manager, the Finance Director leads a nine-person team with a fiscal year 2020-2021 departmental operating budget of \$2.37 million. As a key position in support of achieving and maintaining services and representing the City, the Finance Director must possess skills in leadership, communication, management, emotional intelligence, and technical knowledge to lead in a full-service, complex organization.



The Director is supported by an Accounting Manager and Financial Services Manager and oversees a stable and productive department of tenured full-time employees. This position is responsible for the day-to-day management and operations of the department including budgeting, payroll, accounts payable, utility billing, and business licensing.

The ideal candidate is described as having a high degree of emotional intelligence which will enable the Director to employ consensus-building skills and persuade key stakeholders to advance the City’s shared interests and business goals as well as address customer needs; a proven track record of establishing and committing to a long-term business direction based on systemic information and consideration of resources, market drivers, organizational values, and



emerging economic, technological, and regulatory conditions; highly developed leadership and management skills that will inspire team members to strive for high standards, achieve goals in line with Council initiatives, and seek continuous personal and professional development; proficiency in making presentations and communicating clearly to a variety of audiences; and a keen understanding of government accounting theory, principles, and practices.

A Bachelor’s degree in finance, accounting, public administration, business administration, or a closely related field is required; Master’s degree is desirable. In addition, a minimum of six years of progressively responsible municipal finance work including three years of supervisory experience is required.

## THE OPPORTUNITY

The City’s new Finance Director will have a number of opportunities and goals over the coming years, including:

- **Enterprise Resource Planning (ERP)**
  - » ToolsLead stakeholders to identify and build a new business process management software system and effective processes that will enable the City to use a system of integrated applications to manage the business and automate many back-office functions related to technology, services, and human resources.
- **Departmental Efficiency and Effectiveness Improvements**
  - » In coordination with departments, develop a contract monitoring and compliance process to ensure compliance with the City’s purchasing policy, including contract terms and conditions, purchase orders, business license and insurance.
  - » Explore cloud-based, enterprise data applications that allow for more collaborative, data-driven decision-making using budget, financial, operational and performance data, to enable advanced long-range budgeting and priority setting.
- **Financial Stewardship**
  - » Manage the City’s debt portfolio to ensure that optimal liquidity and borrowing capacity is maintained.
  - » Continue to provide financial support and leadership for strategic City initiatives, including the Recreation and Aquatic Center, City Net Services Department’s Fiber-to-the-Home project and the Bayhill Specific Plan and YouTube Development Agreement.
- **Budget Management**
  - » Report on the delivery and performance of capital projects of the City and support department directors and project managers in completing them on time and within budget.
  - » Establish long-range financial forecasting as a regular component of the City’s budgeting and resource allocation practices. Begin by







developing a ten-year forecast for major General Fund revenues and expenditures.

- » Strategic Initiatives Comprehensive Fiscal Sustainability Project – Continue to explore possible revenue enhancements to ensure priority City programs have adequate funding.
- » Complete the User Fee Study to update many fees in the Master Fee Schedule to ensure optimal cost recovery of City services.

## THE COMPENSATION

The annual salary range for this position is \$168,564 to \$206,856 and the appointment will be made depending upon the qualifications of the selected candidate. The Finance Director is an exempt position. In addition, the City offers the following comprehensive benefits:

**RETIREMENT:** CalPERS Retirement formula of 2.7% @ 55 (Classic) with an 8% employee-contribution, or 2% @ 62 (PEPRA) with a 6.25% employee-contribution. The City does not participate in Social Security.

**MEDICARE:** Employee pays 1.45% of salary towards future Medicare benefits.

**LEAVE ACCRUALS:** 10-23 days of vacation annually depending on length of service, plus 12 days sick leave annually.

**HOLIDAYS:** 14.5 paid holidays annually.

**MANAGEMENT LEAVE:** 100 hours management leave per fiscal year with an annual buyback option (under review), prorated upon hire.

**DEFERRED COMPENSATION (457B)**

**MATCHING:** Matching deferred compensation contribution of 1% of salary.

**PERSONAL AND PROFESSIONAL**

**DEVELOPMENT:** Reimbursement of up to \$1,000 per fiscal year for professional development activities (under review).

**AUTO ALLOWANCE:** \$300 monthly auto allowance, if no City vehicle is issued (under -review).

**HEALTH INSURANCE:** Medical, dental and vision benefits provided for employee and dependents with employee contribution currently ranging from \$200.50 to \$265.38.

**FLEX SPENDING:** Pre-tax dollars can be set aside under Section 125 Flexible Benefit Plan to pay for qualifying healthcare expenses.

**LIFE INSURANCE:** City-paid life insurance equal to one year's annual salary provided at no cost. Employee-paid supplemental life insurance is available (subject to additional requirements).

**BILINGUAL INCENTIVE PAY:** Opportunity for bilingual incentive pay up to \$140 per month.

**LONG-TERM DISABILITY INSURANCE:** City-paid coverage is provided after a 90-day waiting period.

**TUITION REIMBURSEMENT:** Reimbursement for pre-approved job-related educational classes and degrees, equivalent to San Francisco State University's part-time rate.

## SEARCH SCHEDULE

Resume filing deadline: ..... November 23, 2020

Preliminary Interviews: ..... December 1-3, 2020

Recommendation of Candidates: December 7, 2020

Finalist Interview Process: ..... December 16, 2020

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## THE RECRUITMENT PROCESS

Please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney  
[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Feel free to contact Bobbi Peckham toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)